

How to Assign a Payment Token to Members of an Organization in eFileAZ

1. Access the eFileAZ website (www.efile.azcourts.gov) and log in with administrator access.
2. Click on the *My Account* link from the top menu.



3. Click on the *Edit Organization* link in the drop-down.



4. Select the *Payment Tokens* tab.



5. Select the [Card/Account](#) hyperlink in the payment token table.

Organization Profile

Information Payment Tokens

Payment Tokens

[Add Payment Token](#)

<input type="checkbox"/> Delete All	Type	Nick Name	Card/Account	Billing Information
	Card	firm visa	visa *****1111 12 2021	Law Firm 1501 W. Washington Phoenix AZ 85007

6. Click the box next to the name of the user to which the payment token will be assigned.

Payment Token - 1131000107151111

Organization: Law Firm

Token: 1131000107151111

Type: Card

Nick Name: firm visa

Card/Account: [visa *****1111 12 2021](#)

Billing Information: Law Firm
1501 W. Washington Phoenix AZ 85007

Last Updated Time: 2020-03-30T11:54:53.12

Last Updated By: Diane Elston

Users

<input type="checkbox"/> Select All	User
<input checked="" type="checkbox"/>	Elston, Diane
<input type="checkbox"/>	LAW, SHIRLEY
<input type="checkbox"/>	Lundeen, Bradley

7. Select [Update](#) at the bottom of the screen to save the changes.



For additional training information, please visit <https://www.azcourts.gov/efilinginformation/Training>

For further assistance, please contact AOC Support at 602-452-3900 or at pasupport@courts.az.gov.